

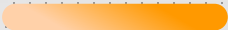


NORM ENROLLMENT AND STAFFING DASHBOARDS

PRESENTER: MICHAEL DEVERA



NORM ENROLLMENT AND STAFFING DASHBOARDS



Starting in
05 : 00



OBJECTIVE



At the end of this training, participants should be able to use the Norm Enrollment and Staffing Dashboards to monitor norm enrollment and staffing levels.

AGENDA

01

THE DASHBOARDS

An overview of the Norm Enrollment and Staffing dashboards.

02

ACCESSING THE DASHBOARDS

Step by step guide to accessing the dashboards.

03

PRELIMINARY NORM ENROLLMENT

A description of the Preliminary Norm Enrollment Dashboard – Campus View.

PRELIMINARY NORM STAFFING

A description of the Preliminary Norm Staffing Dashboard – Campus View.

EXPORTING AND PRINTING DATA

The data in the dashboards can be exported or printed.

THE FINAL DASHBOARDS

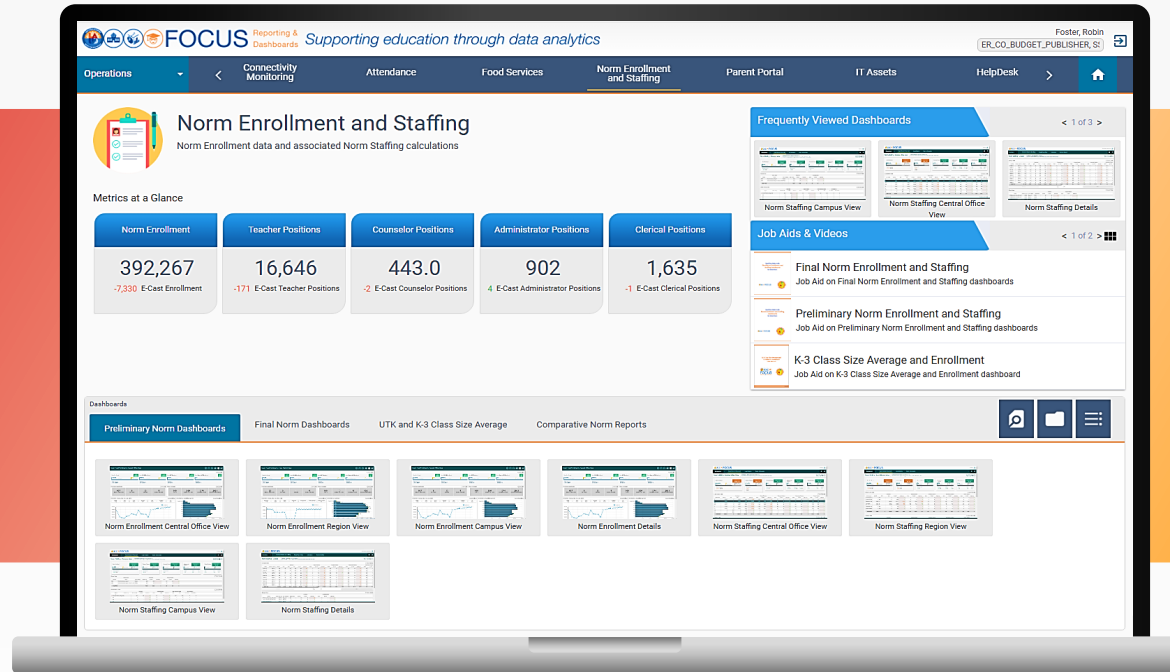
The Final Norm Enrolment and Staffing Dashboards.

04

05

06

THE PRELIMINARY DASHBOARDS



NORM ENROLLMENT DASHBOARD

The Norm Enrollment Dashboard helps schools **monitor their enrollments and resolve data issues promptly from the first day of school through Norm Day.**

NORM STAFFING DASHBOARD

The Norm Staffing Dashboard helps schools **monitor their staffing levels from the first day of school through Norm Day.**

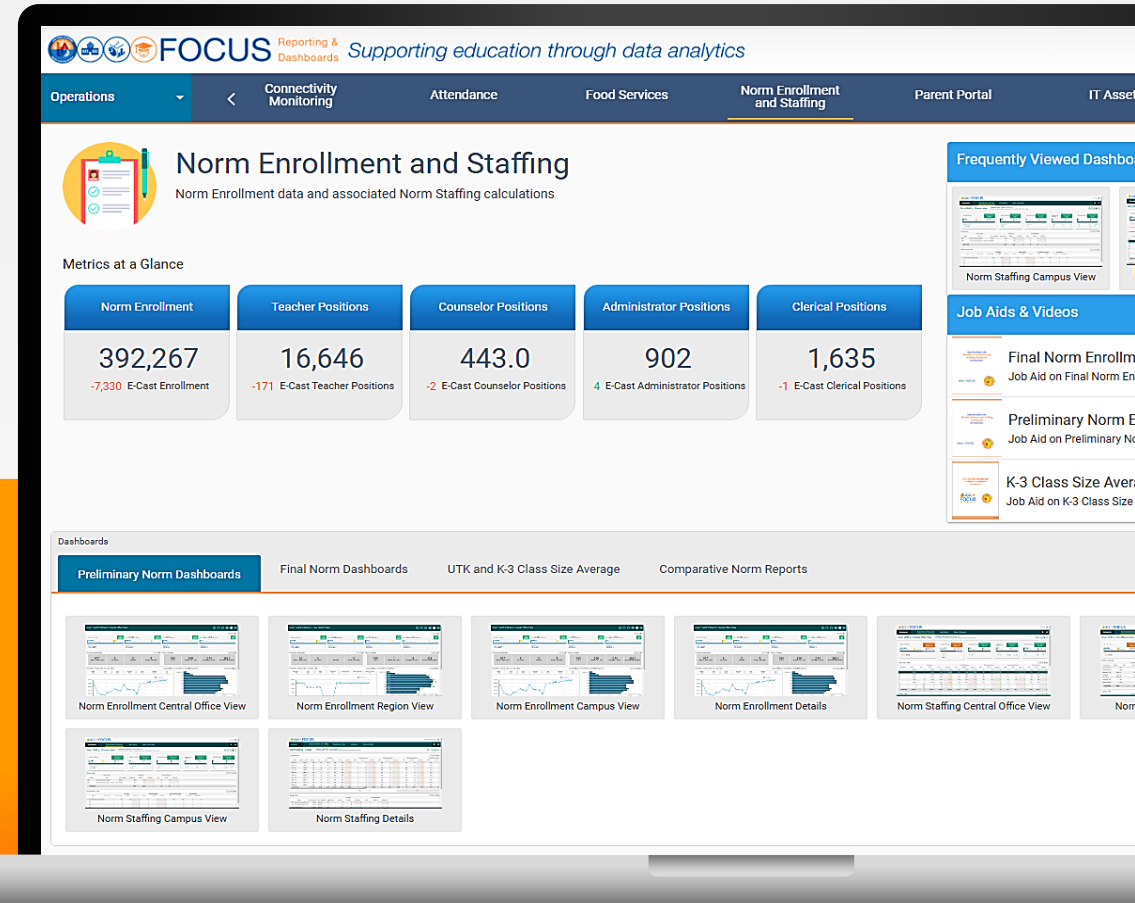
THE FINAL DASHBOARDS

NORM ENROLLMENT DASHBOARD

The Final Norm Enrollment Dashboard will **display the final norm enrollment, and manual adjustments count as of September 12, 2025.**

NORM STAFFING DASHBOARD

The Final Norm Staffing Dashboard **displays the final staffing levels for FY 25-26 using the adjusted norm enrollment from the Final Norm Enrollment Dashboard**



NORM ENROLLMENT DASHBOARD

The Norm Enrollment Dashboard helps schools **monitor their enrollments and resolve data issues** promptly.

This dashboard displays:

01

CLASSIFICATION
ENROLLMENT
COUNTS

02

ADJUSTMENT
COUNTS

03

NORM ENROLLMENT
COUNTS

04

WARNING
COUNTS

Information from the Norm Enrollment and Staffing Dashboards is preliminary until posted as Final Norm Data by Budget Services.



NORM STAFFING DASHBOARD

The Norm Staffing Dashboard helps schools **monitor their staffing levels**.

This dashboard uses **adjusted norm enrollment counts from the Norm Enrollment Dashboard** to calculate norm allocations for the following:

01

TEACHERS

02

ADMINISTRATORS

03

COUNSELORS

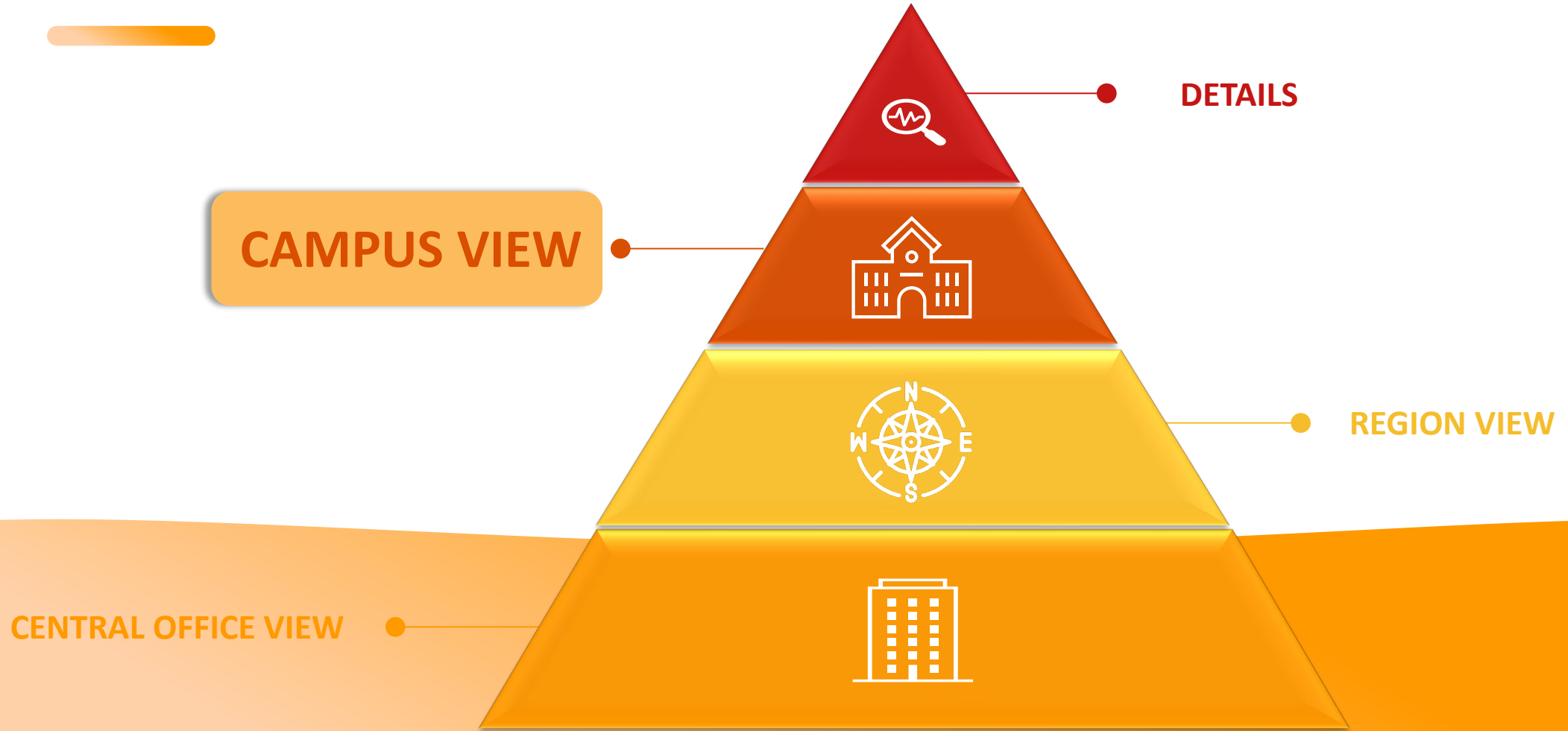
04

CLERICAL STAFF



Information from the Norm Enrollment and Staffing Dashboards is preliminary until posted as Final Norm Data by Budget Services.

THE DASHBOARD VIEWS



ACCESSING THE DASHBOARDS



02

ACCESSING THE DASHBOARDS

1. To access the dashboard, enter this **URL** into your browser:
<https://focus.lausd.net/>.
2. Log into Focus by entering your **Single Sign On username** and **password**. Then, click **Sign In**. This takes you to the Focus Welcome Page.



02

Sign in

Sign in

Enter your full LAUSD email address and password to Log In.

e.g (msmith@lausd.net, mary.smith@lausd.net)



Welcome Message < 1 of 1 >

Welcome to Focus

The LAUSD integrated ad hoc reporting and dashboards application

Focus consolidates all student and District data you need as an LAUSD employee into one application.

[Click to watch the intro video](#)

What's New? < 1 of 34 >

 7/11/2025
LL Work Based Learning Subject Area, Parent Portal-Students w/o registered Parent. [See More](#)

 6/6/2025
LL Internship, Student Graduation Progress, Academic Interventions and Tutoring, Student Email Roster [See More](#)

 4/25/2025
Tutoring Dashboard, Student Exclusions [See More](#)

Job Aids & Videos < 2 of 8 > 



Job Aid: How to Create a Report
This job aid demonstrates how to create a basic analysis, or report, in Focus

Analytic Areas

Select the analytic area to the right to view the related subjects. Select a subject page below to view available dashboards.

 Instruction

 **Operations**

 Summary







new 5



Connectivity Monitoring

new 7



Attendance

new 3



Food Services

new 7



Norm Enrollment and Staffing
Norm Enrollment data and associated Norm Staffing calculations
23 New Dashboards

new 1



Parent Portal

new 1



IT Assets



Norm Enrollment and Staffing

Norm Enrollment data and associated Norm Staffing calculations

Metrics at a Glance

Norm Enrollment

389,457

-10,140 E-Cast Enrollment

Teacher Positions

16,545

-272 E-Cast Teacher Positions

Counselor Positions

437.0

-8 E-Cast Counselor Positions

Administrator Positions

897

-1 E-Cast Administrator Positions

Clerical Positions

1,630

-6 E-Cast Clerical Positions

Frequently Viewed Dashboards

< 1 of 3 >

Norm Staffing Details

Norm Staffing Campus View

Norm Staffing Central Office View

Job Aids & Videos

< 1 of 2 >

Final Norm Enrollment and Staffing
Job Aid on Final Norm Enrollment and Staffing dashboards

Preliminary Norm Enrollment and Staffing
Job Aid on Preliminary Norm Enrollment and Staffing dashboards

K-3 Class Size Average and Enrollment
Job Aid on K-3 Class Size Average and Enrollment dashboard

05

Norm Enrollment Campus View

Norm Staffing Campus View

06

THE PRELIMINARY NORM ENROLLMENT DASHBOARD

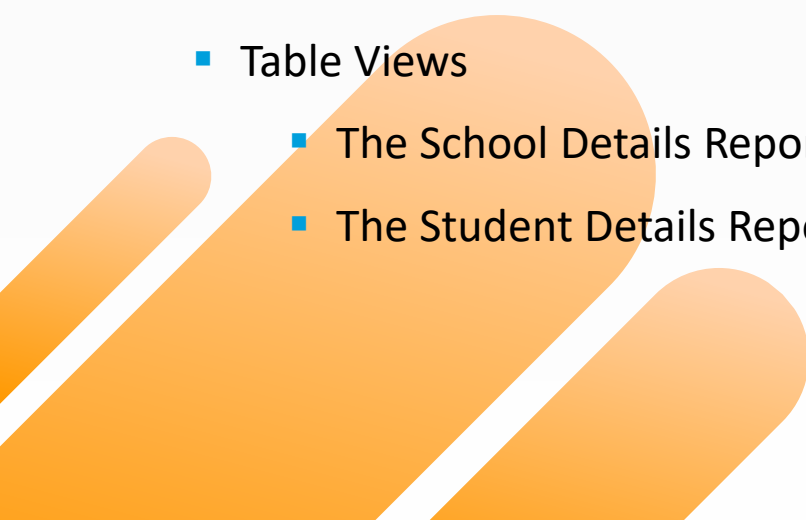


03

THE NORM ENROLLMENT DASHBOARD



The Preliminary Norm Enrollment Dashboard **captures daily enrollment data and applies adjustments to the data to arrive at the norm enrollment used for staffing schools.**

- Dashboard Toolbar
 - Performance Tiles
 - Enrollment Adjustments, Other Information, and Warnings
 - Enrollment Charts
 - Table Views
 - The School Details Report
 - The Student Details Report
- 

Norm Enrollment 715 Enrollment Classification Report 0 Enrollment Adjustment School Year 2025-2026	Current 715	Norm GEN ED Enrollment 658 Enrollment Classification Report 0 Enrollment Adjustment School Year 2025-2026	Current 658	Norm SDP Enrollment 42 Enrollment Classification Report 0 Enrollment Adjustment School Year 2025-2026	Current 42	Norm CSPP Enrollment 15 Enrollment Classification Report 0 Enrollment Adjustment School Year 2025-2026	Current 15
---	--------------------	--	--------------------	--	-------------------	---	-------------------

Enrollment Adjustments

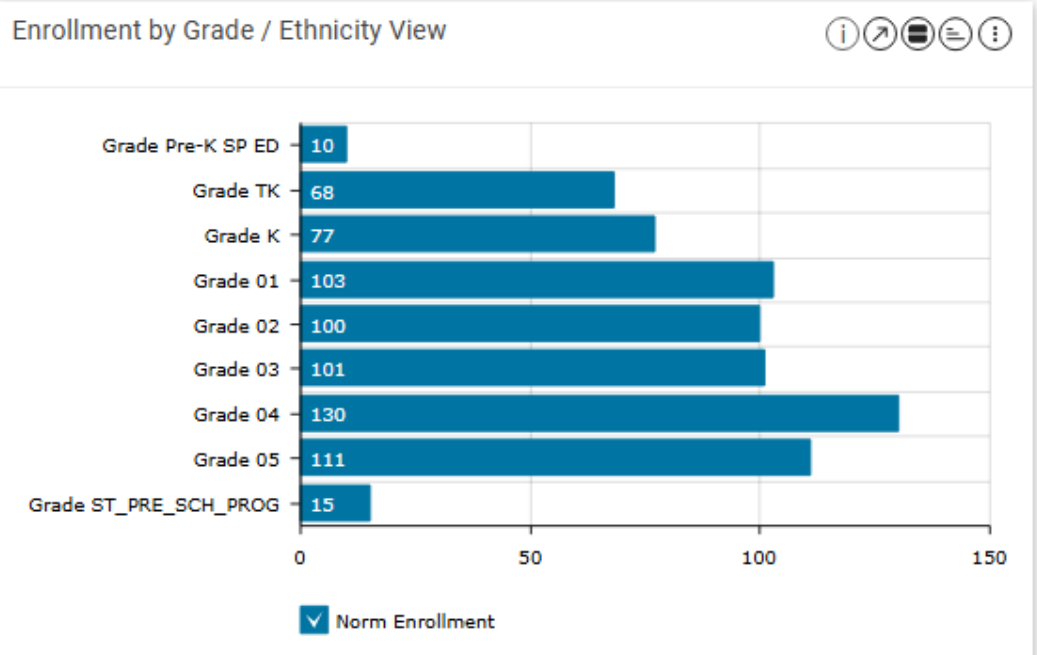
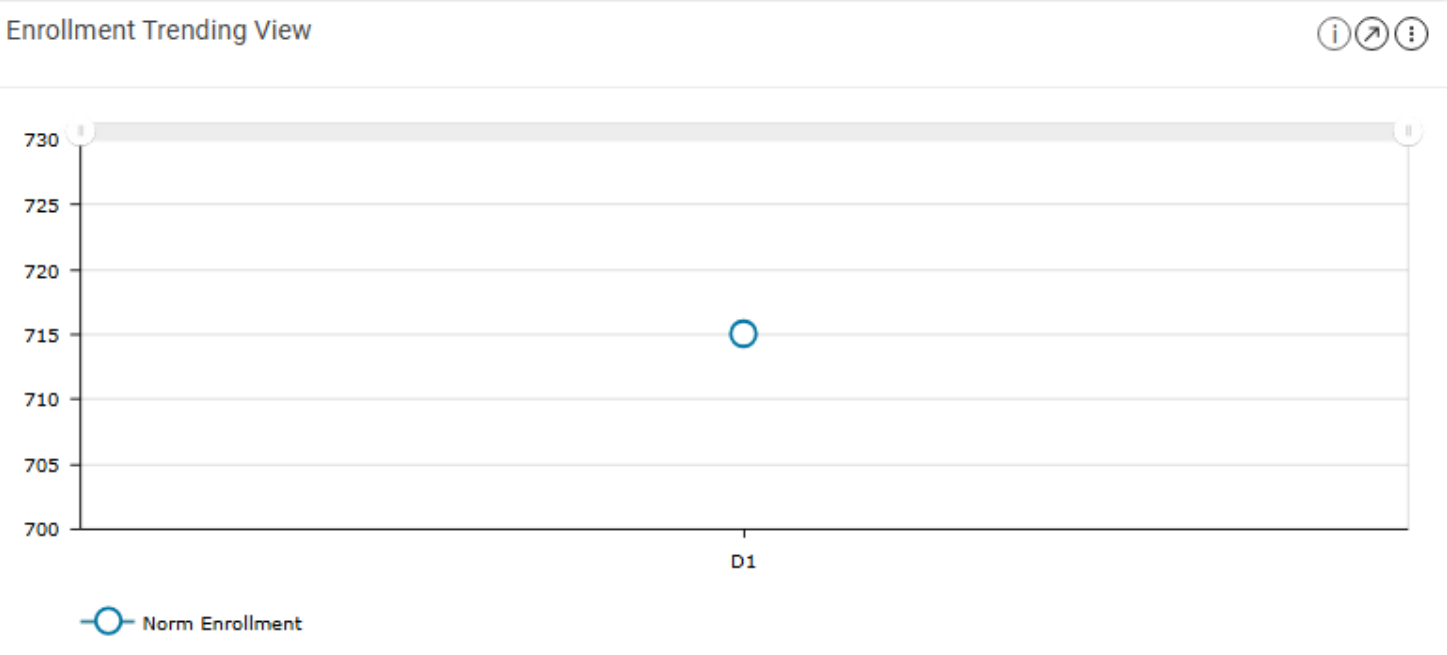
0 Absence [13 Days or more]	0 Age Ineligible	0 Duplicates	0 Enrolled in One Course
--------------------------------	---------------------	-----------------	-----------------------------

Other Information

89.15% E-Cast %

Warnings

0 Absence [10 to 12 Days]	0 Total Unprocessed No Shows
------------------------------	---------------------------------



TOOLBAR



PERFORMANCE TILES

Norm Enrollment

Current 715

715
Enrollment Classification Report

0
Enrollment Adjustment

School Year
2025-2026

Norm GEN ED Enrollment

Current 658

658
Enrollment Classification Report

0
Enrollment Adjustment

School Year
2025-2026

Norm SDP Enrollment

Current 42

42
Enrollment Classification Report

0
Enrollment Adjustment

School Year
2025-2026

Norm CSPP Enrollment

Current 15

15
Enrollment Classification Report

0
Enrollment Adjustment

School Year
2025-2026

Enrollment Adjustments

0
Absence [13 Days or more]

0
Age Ineligible

0
Duplicates

0
Enrolled in One Course

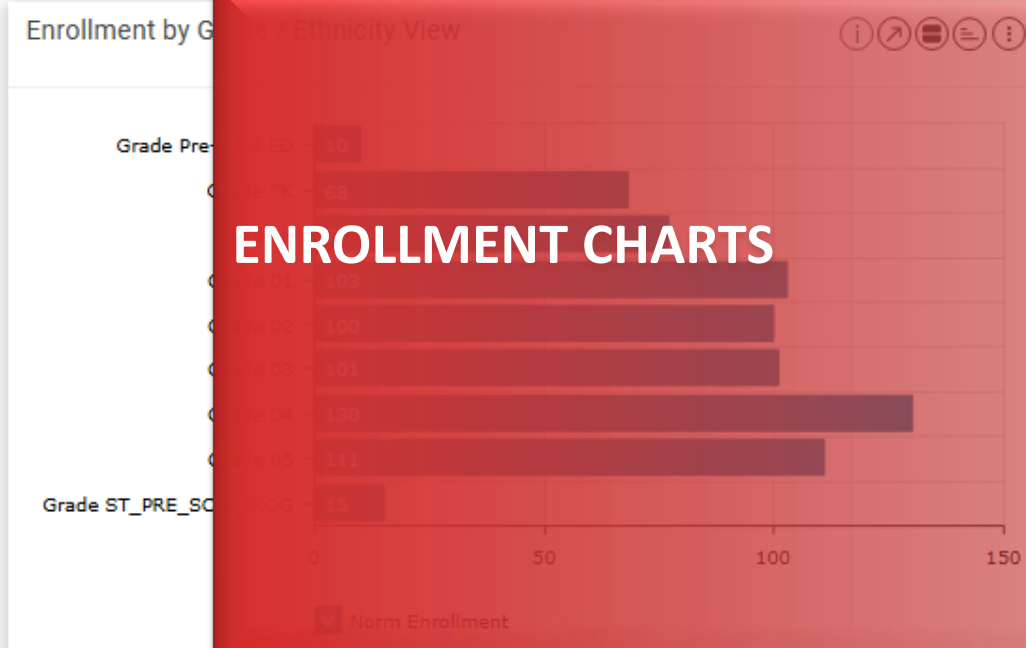
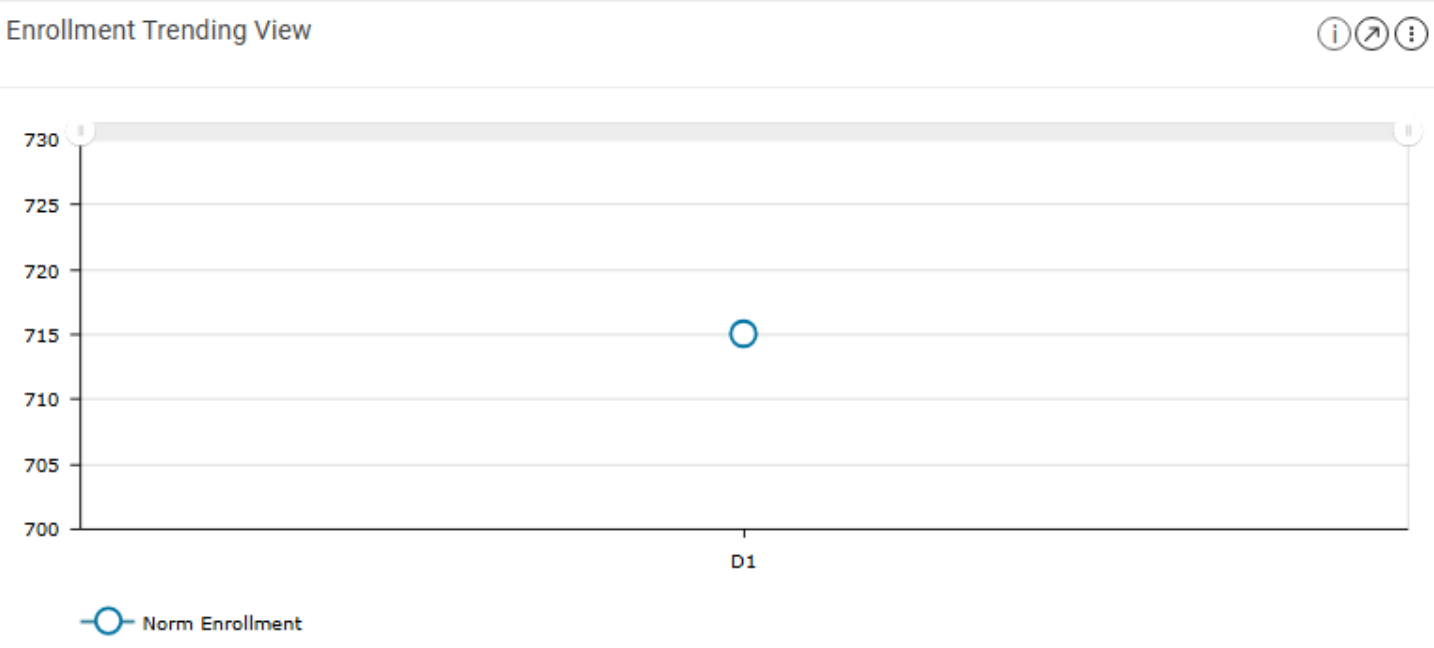
Other Information

89.15%
E-Cast %

ENROLLMENT ADJUSTMENTS

0
Days]

0
Total Unprocessed No Shows



ENROLLMENT CHARTS

School Details

Norm Enrollment: 2025-08-14

Enrollment Details

Region	Campus Name	School Name	School Cost Center	School Number	School Type	Enrollment	Adjustment
S	ABC Elementary	ABC Elementary	1234501	2345	ELEMENTARY SCHOOL	569	
S	ABC Elementary	ABC Elementary Science/Eng/Tech/Arts Magnet	1234502	2346	MAGNET CENTER - ELEMENTARY	131	
S	ABC Elementary	ABC Elementary Preschool Program	1234503	2347	STATE PRESCHOOL	15	
GRAND TOTAL						715	

Student Details : [Select school from the list above to see the Student Details]

Norm Enrollment: 2025-08-14

Enrollment Details

Rows 1 - 10

Region	Board District	Campus Name	School Name	School Cost Center	District ID	Full Name (LNF)	Age	Grade Level	Master Plan Program	Absent Days	Room Num	Teacher Employee Number	Teacher (LNF)	Student Primary Race	Student Additional Race	SDP Status	Enrollment Date
--------	----------------	-------------	-------------	--------------------	-------------	-----------------	-----	-------------	---------------------	-------------	----------	-------------------------	---------------	----------------------	-------------------------	------------	-----------------

THE NORM ENROLLMENT DASHBOARD

School Details
Norm Enrollment: 2025-08-14

Region	Campus Name	School Name	School Cost Center	School Number
S	ABC Elementary	ABC Elementary	1234501	2345
S	ABC Elementary	ABC Elementary Science/Eng/Tech/Arts Magnet	1234502	2346
S	ABC Elementary	ABC Elementary Preschool Program	1234503	2347
GRAND TOTAL				

Student Details : [Select school from the list above to see the Student Details]
Norm Enrollment: 2025-08-14

Rows 1 - 10

Region	Board District	Campus Name	School Name	School Cost Center	District ID	Full Name (LNF)	Age	Grade Level	Master Plan Program
--------	----------------	-------------	-------------	--------------------	-------------	-----------------	-----	-------------	---------------------

SCHOOL DETAILS REPORT

School Type	Enrollment	Adjustment
ELEMENTARY SCHOOL	569	
MAGNET CENTER - ELEMENTARY	131	
STATE PRESCHOOL	15	
	715	

STUDENT DETAILS REPORT

Assent Days	Room Num	Teacher Employee Number	Teacher (LNF)	Student Primary Race	Student Additional Race	SDP Status	Enrollment Date
-------------	----------	-------------------------	---------------	----------------------	-------------------------	------------	-----------------

THE NORM ENROLLMENT DASHBOARD



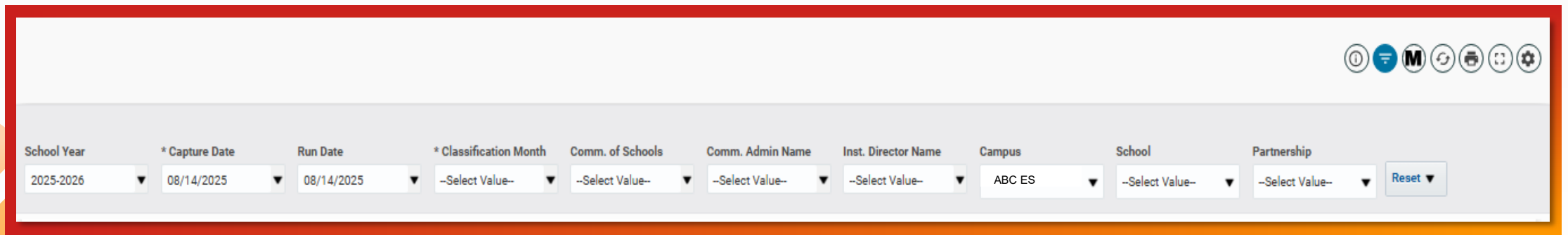
THE NORM ENROLLMENT DASHBOARD

FILTER

Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date.

Use the dashboard toolbar to filter the dashboard for another capture date.

The filter can also be used to view norm enrollment by cost center.



The screenshot shows the filter toolbar of the Norm Enrollment Dashboard. It features a toolbar with icons for help, filter, menu, refresh, print, full screen, and settings. Below the toolbar is a row of filter controls with labels and dropdown menus:

School Year	* Capture Date	Run Date	* Classification Month	Comm. of Schools	Comm. Admin Name	Inst. Director Name	Campus	School	Partnership	Reset
2025-2026	08/14/2025	08/14/2025	--Select Value--	--Select Value--	--Select Value--	--Select Value--	ABC ES	--Select Value--	--Select Value--	Reset



Norm Enrollment

01

Count of students enrolled from Pre-Kindergarten to Grade 12, including Special Day Program (SDP) students.

Norm GEN ED Enrollment

02

Count of students enrolled from Grade TK to Grade 12, excluding Special Day Program (SDP) and CSPP students.

Norm SDP Enrollment

03

For Elementary, this is the count of students enrolled in Special Day Program classes. For Secondary, this is the count of students with an active Individualized Education Program (IEP) where the "Percent Time in Special Ed" is 50% or more.

Norm CSPP Enrollment

04

Count of Pre-Kindergarten students enrolled in California State Preschool Program (CSPP) at Elementary schools. This tile is only included for schools with CSPP Enrollment.

PERFORMANCE TILES

A

Enrollment Classification Report

Enrollment counts from the
classification report.



C

Norm Enrollment

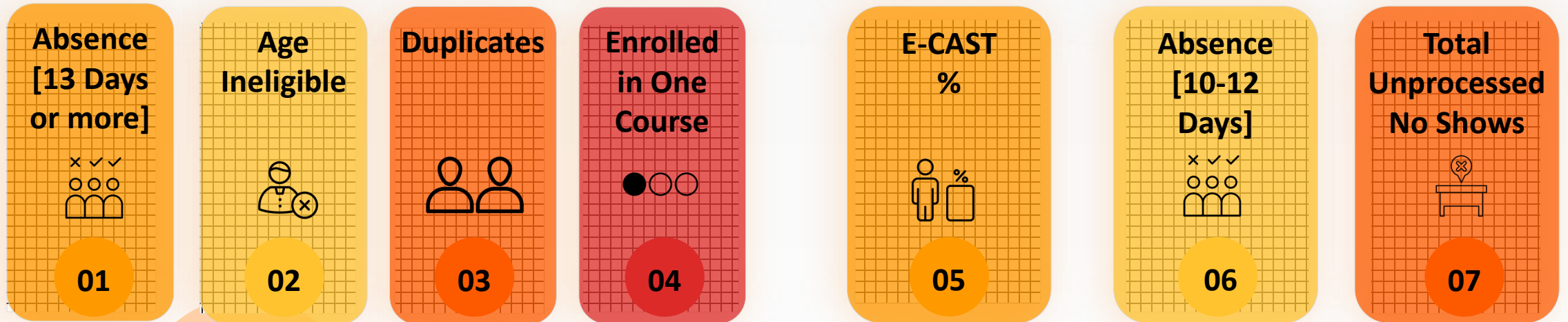
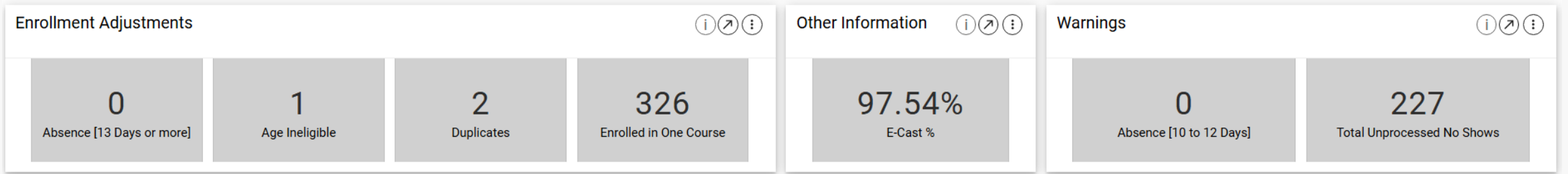
Count of students enrolled
from Grade TK to Grade 12,
including Special Day
Program students (SDP)
minus total Enrollment
Adjustments.

B

Enrollment Adjustments

Enrolled students to be deducted
from the Enrollment count; this is
the sum of all adjustments:
Duplicates, Absences, Enrolled in 1
course, and Age Ineligible.

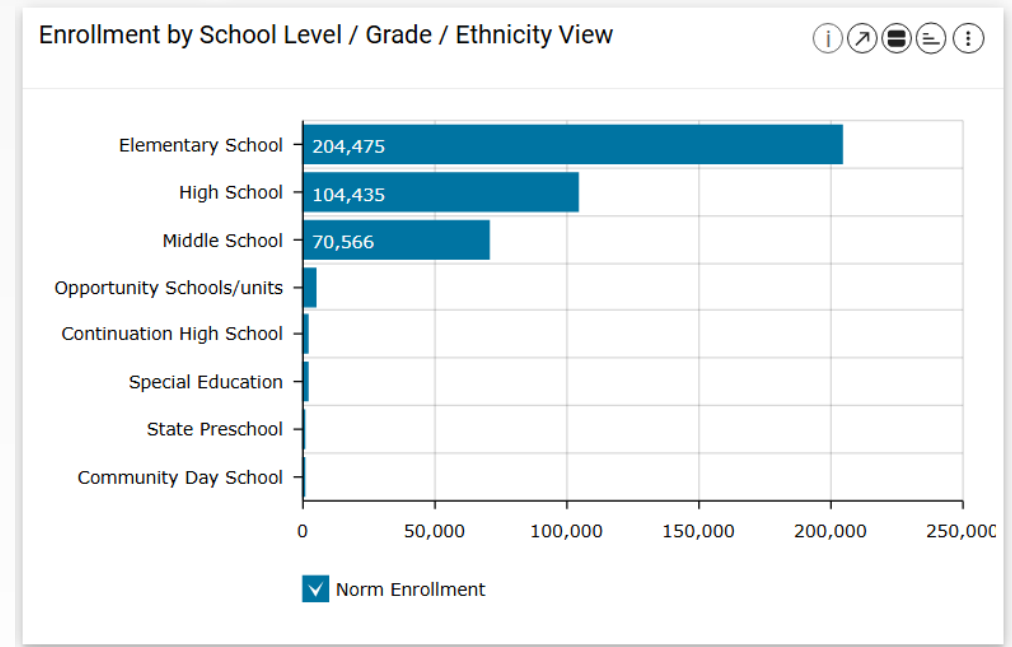
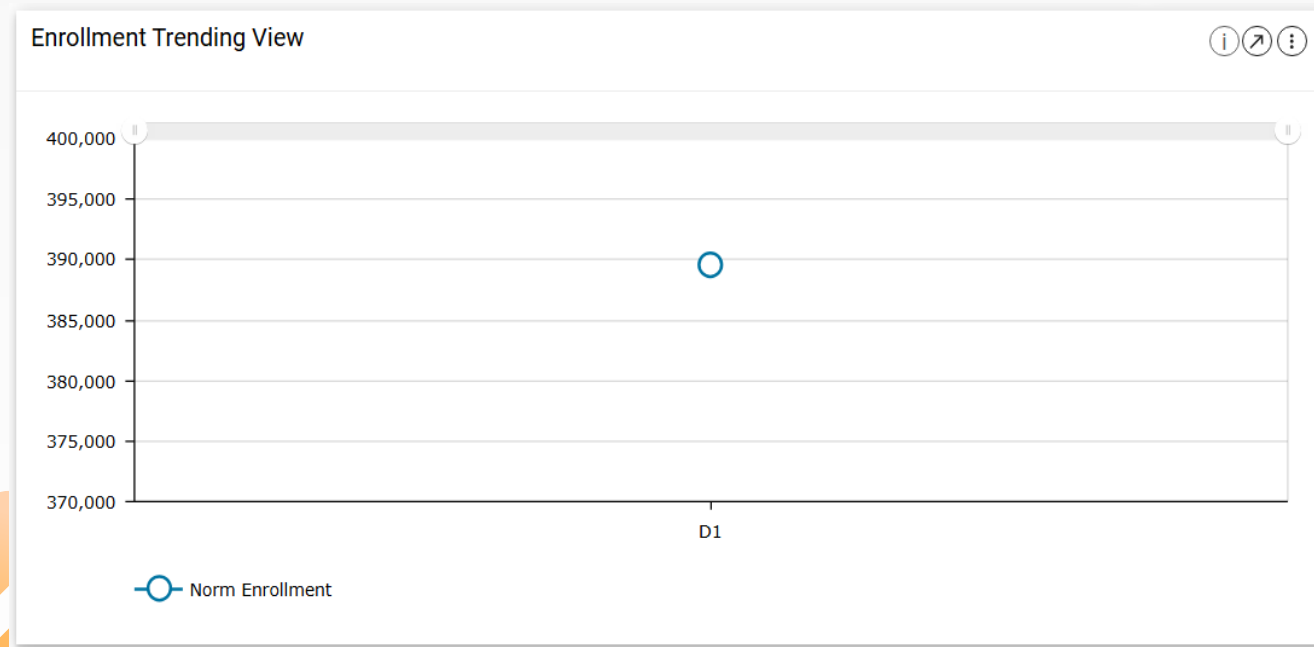
PERFORMANCE TILES



ENROLLMENT ADJUSTMENTS/OTHER INFORMATION/WARNINGS

ENROLLMENT CHARTS

- Enrollment Trending View
- Enrollment by Grade/Ethnicity View



THE SCHOOL DETAILS REPORT

A summary of the classification enrollment, adjustments, and the net or norm enrollment for each school on the campus (that is, home school, magnet center, other learning center, or dual language center).

School Details							
Norm Enrollment: 2025-08-14							
Enrollment Details							
Region	Campus Name	School Name	School Cost Center	School Number	School Type	Enrollment	Adjustment
S	ABC Elementary	ABC Elementary	1234501	2345	ELEMENTARY SCHOOL	569	
S	ABC Elementary	ABC Elementary Science/Eng/Tech/Arts Magnet	1234502	2346	MAGNET CENTER - ELEMENTARY	131	
S	ABC Elementary	ABC Elementary Preschool Program	1234503	2347	STATE PRESCHOOL	15	
GRAND TOTAL						715	

THE STUDENT DETAILS REPORT

A list of students enrolled at each school on the campus and any applicable adjustments or warnings for each student. The Student Details will only be displayed when a school is selected from the School Details.

Student Details : [Select school from the list above to see the Student Details]

Norm Enrollment: 2025-08-14

Enrollment Details

Rows 1 - 10

Region	Board District	Campus Name	School Name	School Cost Center	District ID	Full Name (LNF)	Age	Grade Level	Master Plan Program	Absent Days	Room Num	Teacher Employee Number	Teacher (LNF)	Student Primary Race	Student Additional Race	SDP Status	Enrollment Date
--------	----------------	-------------	-------------	--------------------	-------------	-----------------	-----	-------------	---------------------	-------------	----------	-------------------------	---------------	----------------------	-------------------------	------------	-----------------

BREAK TIME

Restarting in

05:00

THE PRELIMINARY NORM STAFFING DASHBOARD



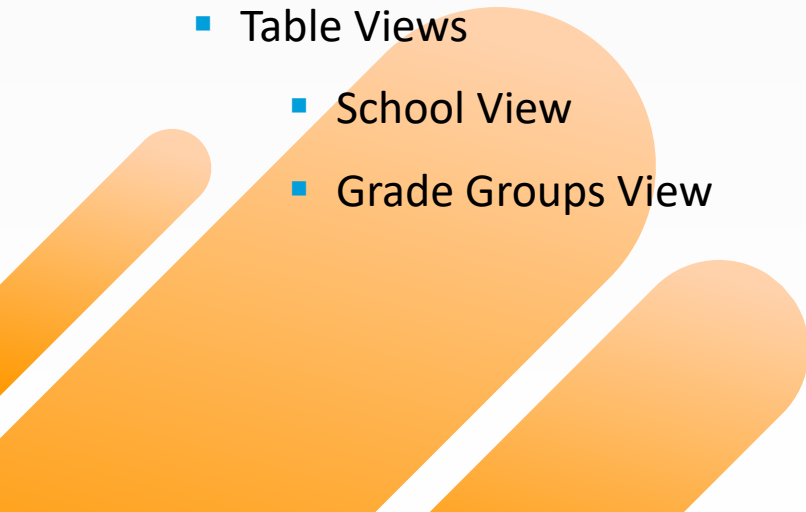
04

THE NORM STAFFING DASHBOARD



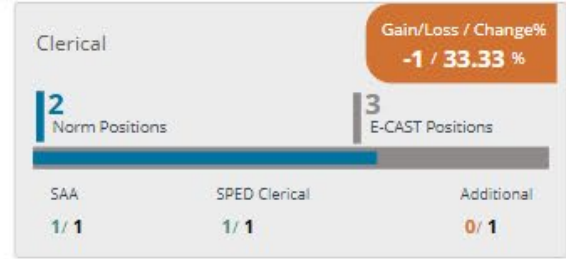
The **Preliminary Norm Staffing Dashboard** includes a comparison of E-CAST with the selected capture date for student enrollment and staffing allocations.

This dashboard uses **adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations** from the first day of school through Norm Day.

- Dashboard Toolbar
 - Gain/Loss/Change Data
 - Table Views
 - School View
 - Grade Groups View
- 

Norm Staffing : Campus View

Preliminary Norm Data as of 14-AUG-25



School View
2025-08-14



School Details				Enrollment			Teacher Positions			
Campus	School	School Cost Center	Norm Category	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	
ABC ES	ABC Elementary	1234501	PHBAO	527	609	-82	25	28	-3	
ABC ES	ABC Elementary Science/Eng/Tech/Arts Magnet	1234502	Magnet 2	131	138	-7	6	6	0	

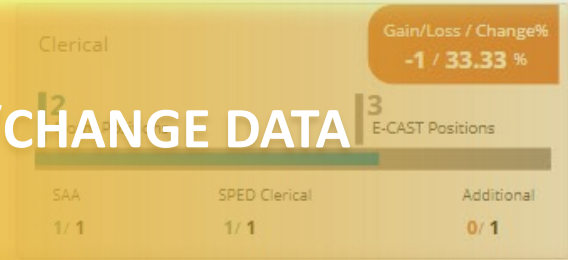
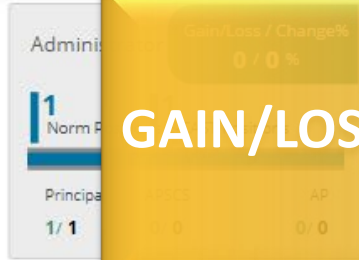
Grade Groups View
2025-08-14



		Enrollment			Teacher Positions			
School	Grade Group	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	
ABC Elementary	TK-K	80	60	20	4	3	1	
ABC Elementary	K-3	265	344	-79	13	16	-3	
ABC Elementary	4 to 5(6)	182	205	-23	8	9	-1	
ABC Elementary Science/Eng/Tech/Arts Magnet	K-3	82	88	-6	4	4	0	

Norm Staffing : Campus View

Preliminary Norm Data as of 14-AUG-25



School View
2025-08-14

School Details				Enrollment			Norm
Campus	School	School Cost Center	Norm Category	Total Gen ED	E-CAST	Gain/Loss	
ABC ES	ABC Elementary	1234501	PHBAO	527	609	-82	25
ABC ES	ABC Elementary Science/Eng/Tech/Arts Magnet	1234502	Magnet 2	131	138	-7	6

Grade Groups View
2025-08-14

		Enrollment		
School	Grade Group	Total Gen ED	E-CAST	Gain/Loss
ABC Elementary	TK-K	80	60	20
ABC Elementary	K-3	265	344	-79
ABC Elementary	4 to 5(6)	182	205	-23
ABC Elementary Science/Eng/Tech/Arts Magnet	K-3	82	88	-6

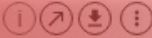
TOOLBAR



GAIN/LOSS/CHANGE DATA



SCHOOL VIEW



GRADE GROUPS VIEW

THE NORM STAFFING DASHBOARD

HEADER

Identifies the current dashboard and view, as well as the latest capture date. Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date.

Use the dashboard toolbar to filter the dashboard for another capture date.

The filter can also be used to view norm staffing by cost center.

Capture Date	* Classification Month	Comm. of Schools	Comm. Admin Name	Inst. Director Name	Campus	
08/15/2025 ▼	–Select Value– ▼	–Select Value– ▼	–Select Value– ▼	–Select Value– ▼	ABC ES ▼	Reset ▼

Gain/Loss/Change data for:



01
NORM ENROLLMENT



02
TEACHERS



03
COUNSELORS



04
ADMINISTRATORS



05
CLERICAL STAFF

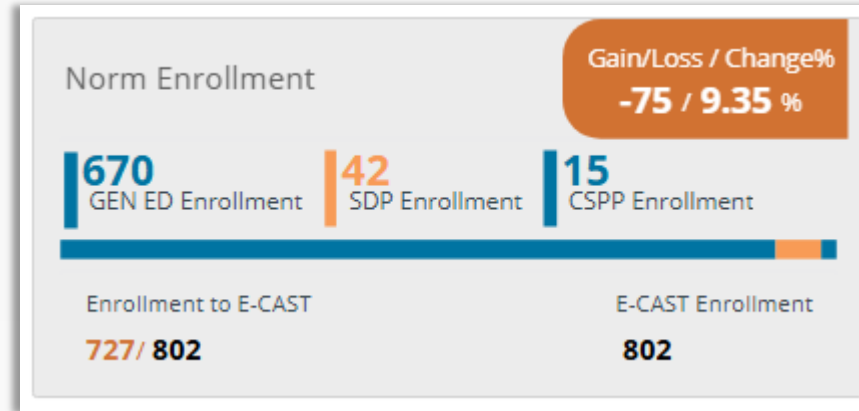


THE NORM STAFFING DASHBOARD

A

Norm Enrollment – GEN ED, SDP, and ETK

GEN ED Enrollment, Norm SDP Enrollment, and Norm CSPP Enrollment from the Norm Enrollment Dashboard



C

Gain/Loss/Change %

comparison of E-CAST with the selected capture date for student enrollment

B

Enrollment to E-Cast

comparison of E-CAST with the selected capture date for student enrollment

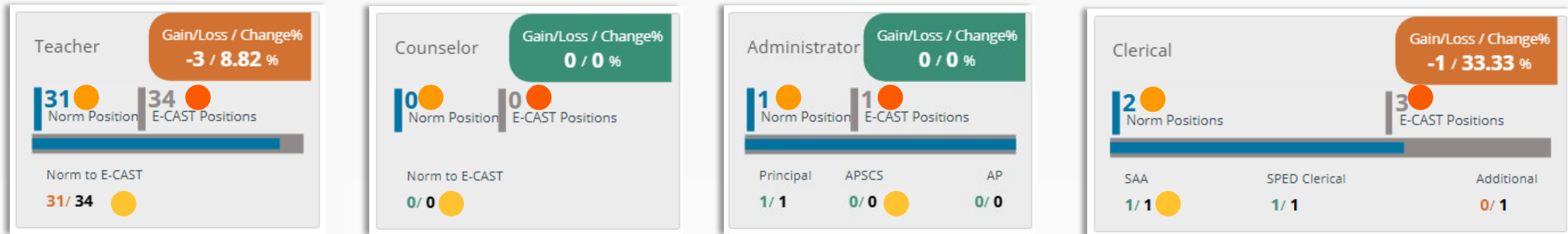
D

E-Cast Enrollment

ECAST projection

THE NORM STAFFING DASHBOARD

THE NORM STAFFING DASHBOARD



Norm Position Count

number of positions earned using adjusted Norm Day counts from the Norm Enrollment Dashboard

01

Norm to E-CAST Positions

number of positions earned using ECAST projections

02

E-CAST Positions

comparison of E-CAST with the selected capture date for staffing allocations

03

Gain/Loss/Change %

comparison of E-CAST with the selected capture date for staffing allocations

04

THE NORM STAFFING DASHBOARD

The **School View** allows you to see the enrollment and teacher positions for all campuses to which you are assigned.

School View
2025-08-14

School Details				Enrollment			Teacher Positions			
Campus	School	School Cost Center	Norm Category	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	
ABC ES	ABC Elementary	1234501	PHBAO	527	609	-82	25	28	-3	
ABC ES	ABC Elementary Science/Eng/Tech/Arts Magnet	1234502	Magnet 2	131	138	-7	6	6	0	

THE NORM STAFFING DASHBOARD

In the **Grade Groups View**, based on the type of school (Elementary, Middle, or High School), you will be able to view the Grade Group enrollment for determining your norm teacher positions. In addition, there is a “Norm Enrollment Range” and “# of Students to” to determine if you are losing or gaining a position.

Grade Groups View								
2025-08-14								
		Enrollment			Teacher Positions			
School	Grade Group	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	
ABC Elementary	TK-K	80	60	20	4	3	1	
ABC Elementary	K-3	265	344	-79	13	16	-3	
ABC Elementary	4 to 5(6)	182	205	-23	8	9	-1	
ABC Elementary Science/Eng/Tech/Arts Magnet	K-3	82	88	-6	4	4	0	

EXPORTING & PRINTING THE DASHBOARDS

05

EXPORTING/PRINTING DATA

Export Table View

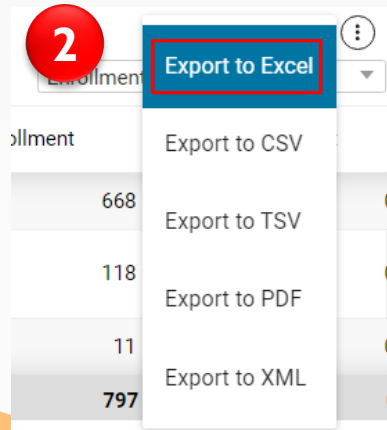
Only the Table Views can be exported.

1. Click the Export icon  in the component toolbar  to export a Table View. Note: The exported report will include all filters applied.
 - On the Norm Enrollment Dashboard, the Table Views are School Details and Student Details.
 - The Norm Staffing Dashboard's Table Views are School View and Grade Groups View.

EXPORTING/PRINTING DATA

Export Table View

2. Select the desired export format from the drop-down menu, such as Excel or CSV.



3. The exported file will download to your computer's preferred location. Please remember to keep track of where your files are saved.

EXPORTING/PRINTING DATA

Print Component

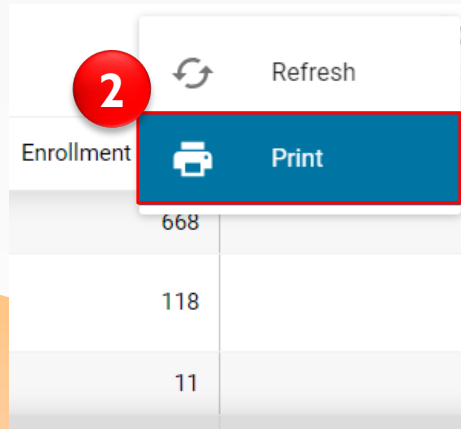
All reports and components can be printed in the format in which they are displayed on the screen.

1. Click the More Tools icon  in the component toolbar. 
 - On the Norm Enrollment Dashboard, the Table Views are School Details and Student Details.
 - The Norm Staffing Dashboard's Table Views are School View and Grade Groups View.

EXPORTING/PRINTING DATA

Print Component

2. In the drop-down menu, click Print.



3. Your browser's print dialogue box will appear to complete the procedure.

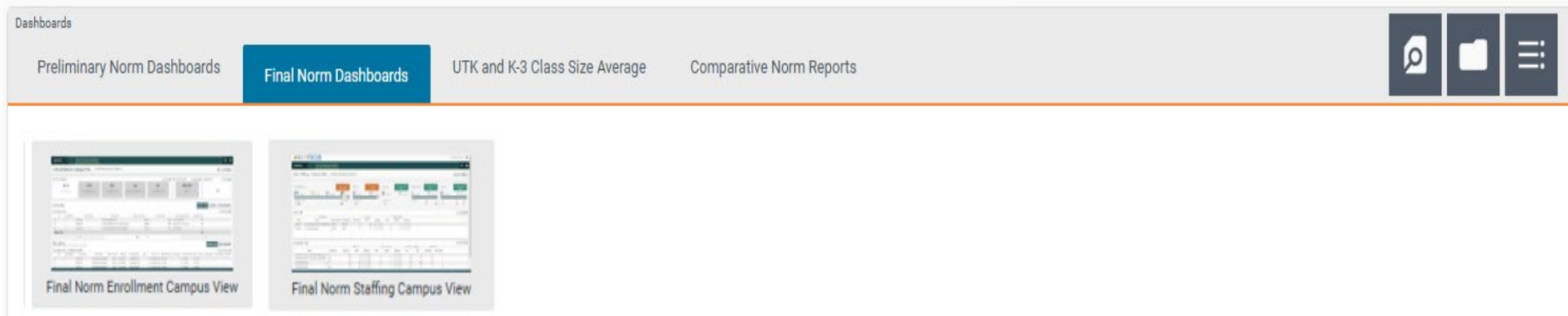
THE FINAL NORM DASHBOARDS



06

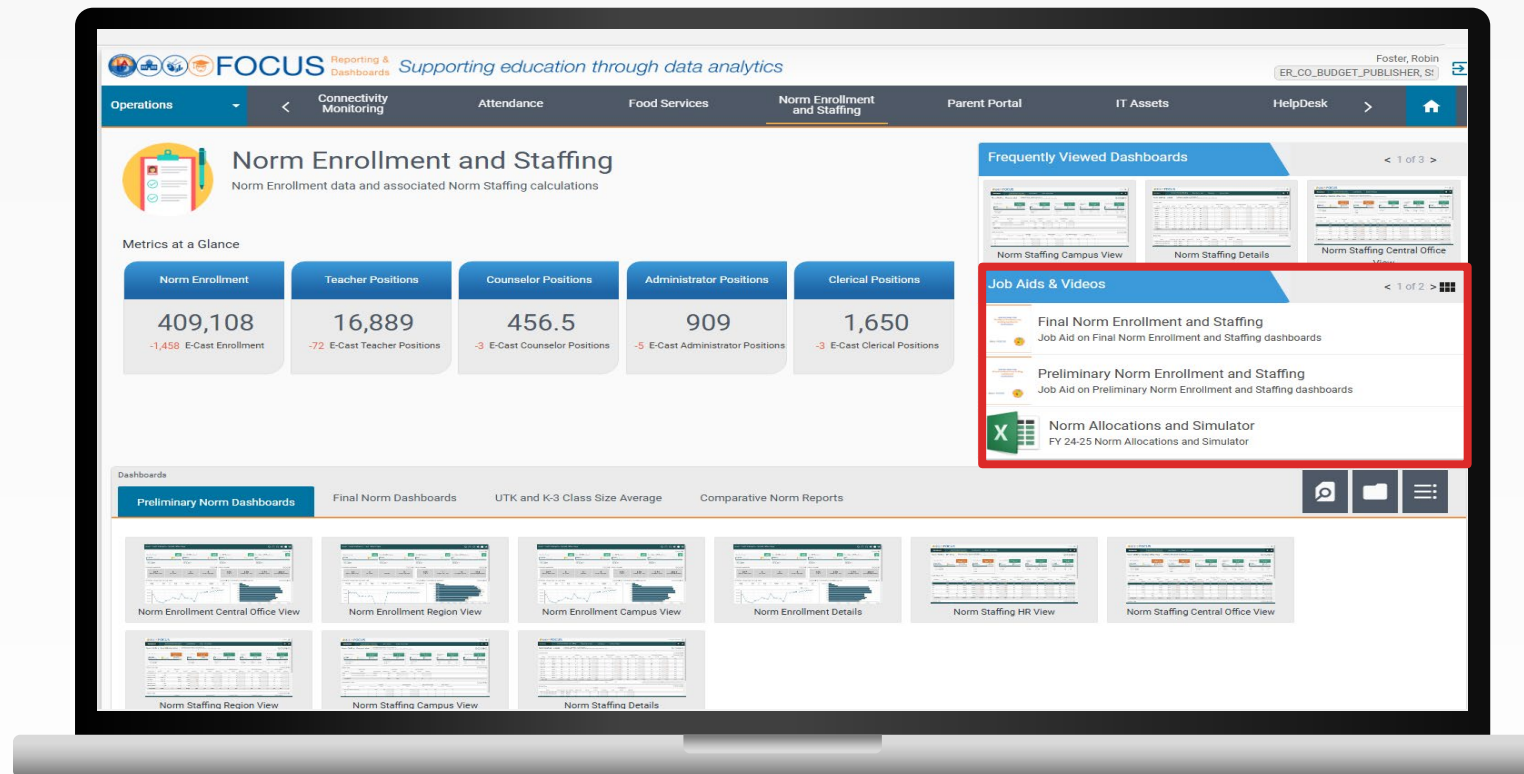
FINAL NORM ENROLLMENT AND STAFFING DASHBOARDS

- **Final Norm Enrollment Dashboard** – The Final Norm Enrollment Dashboard displays the final norm enrollment, and manual adjustments count as of September 12, 2025.
- **Final Norm Staffing Dashboard** – The Final Norm Staffing Dashboard displays the final staffing levels for FY 25-26. This dashboard uses the adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.
- Note: The Final Norm Enrollment and Staffing Dashboards are used for school resources for the General Education Program and do not include resources for the Special Education Program.



RESOURCES

- Job Aids and videos are available in Focus and [Focus Report & Dashboards Home](#).





THANK YOU!

QUESTIONS?